SECTION 8 CHECKLIST
MANANGEMENT AND OCCUPANCY REVIEW PREPARATION

West Virginia Housing Development Fund

This checklist is not proposed to be all-inclusive, but intended to help in the preparation for an upcoming Management and Occupancy review.

√	ITEM DESCRIPTION	COMMENTS
A. General Appearance & Security		
☐	1. Include reports of any criminal activity reported in the last year	
☐	2. Include information about criminal type security measures utilized, if applicable	
☐	3. Provide information about corrective action to reduce crime	
☐	4. Provide information about special rent increases requested to pay for services to reduce criminal activity on the property	
B. Follow-up & Monitoring of Project Inspections and Observations		
☐	1. Include a copy of the most recent REAC Inspection	
☐	2. Include information about responses to EH&S issue(s)	
☐	3. Owner/Agent's certification notice(s) to HUD	
☐	4. Documentation of correction to EH&S issue(s) (vendor invoice/work order)	
☐	5. If no correction to EH&S issue(s), document why and when corrections will be completed	
☐	6. Provide list of REAC finding(s)	
☐	7. Provide documentation of corrections to REAC finding(s) (work orders, etc.)	
☐	8. If no correction to REAC finding(s), document why and when corrections will be complete	
☐	9. For properties built before 1978, provide Lead-based Paint Free Certification, if applicable	
☐	10. Provide Lead Hazard Control Plan, if applicable	
☐	11. Provide documentation of completion of tasks on the Plan, if applicable	
C. Maintenance & Standard Operating Procedures		
☐	1. Preventative Maintenance/Servicing Policy/Procedures	
☐	2. Preventative Maintenance Schedule	
☐	3. Inventory Policy/System to account for tools, equipment, supplies, etc	
☐	4. Inventory Policy should include security information to prevent theft	
☐	5. Unit Inspection Policy/Procedures	
☐	6. Unit Inspection Policy/Procedures should include information about when units are inspected and procedures for how deficiencies are corrected	
☐	7. Provide name(s) of employees responsible for unit inspections	
☐	8. Sample Unit Inspection Notices	

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☐	9. Sample Unit Inspection Forms
☐	10. Move-in Inspection Forms (must include text "unit is in decent, safe and sanitary condition")
☐	11. Annual Inspection Forms
☐	12. Move-out Inspection Forms
☐	13. Sample Resident Notice of Necessary Corrections due to findings during unit inspection
☐	14. Provide Work Order Policy/Procedures
☐	15. Provide Emergency Work Order Policy/Procedures
☐	16. Provide information about how work order information is distributed (Resident, Maintenance, Resident File, Unit File, etc.)
☐	17. Provide unit inventory document including list of appliances, date of purchase, manufacturer, model, serial numbers, warranty information
☐	18. Document any energy conservation efforts
☐	19. Copies of work orders
☐	20. Copies of brochures distributed to residents
☐	21. Information about topics discussed in tenant meetings

E. Leasing and Occupancy

	Application
☐	1. Application packet
☐	2. Copies of application
☐	3. Application Checklist
☐	4. Pre-application if applicable
☐	5. Application in alternative format or language
☐	6. Copy of Policy/Procedures for appeal of an application denial
☐	7. Copy of Rejection Letter
☐	8. Copy of Tenant Selection Plan
☐	9. Copy of waiting list(s)
☐	10. Documentation showing Owner/Agent has leased at least 40% of Section 8 units that became available in the previous fiscal year to extremely low-income families
☐	11. Documentation showing marketing efforts to attract extremely low-income families
☐	12. Tenant Selection Plan Checklist
☐	13. Copy of HUD approved Affirmative Fair Housing Marketing Plan (AFHMP)
☐	14. Copies of advertising indicated in the plan
☐	15. All advertising should include the Fair Housing Logo (provide copy of advertising policy or copies of ads demonstrating compliance)

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Leases

- [ ] 16. Copies of Model Lease (if more than one model lease was used in the last year, include both versions)
- [ ] 17. HUD/CA approval for any lease changes
- [ ] 18. Copies of alternative versions of the lease (alternative language, etc.)
- [ ] 19. Copies of all Lease Addendums
- [ ] 20. Copies of HUD/CA approval for lease addendums
- [ ] 21. Copies of any additional lease agreements
- [ ] 22. Copy of fee schedule
- [ ] 23. Copies of HUD approval as indicated in HUD 4350.3, ¶6-25
- [ ] 24. Copy of Rent Collection Policy/Procedures
- [ ] 25. Copy of Late Fee Policy/Procedures
- [ ] 26. Copy of Sample Late Fee Notice
- [ ] 27. Copy of Move-out inspection Policy/Procedures including provision explaining how damages are documented and charged
- [ ] 28. Sample copy of executed MO inspection and deposit statement
- [ ] 29. Copy of Termination of Assistance Policy/Procedures
- [ ] 30. Copies of Eviction Notices
- [ ] 31. Copy of Eviction Policy/Procedures
- [ ] 32. Sample Notice of Material Lease Violation
- [ ] 33. Sample Notice of Failure to Report
- [ ] 34. Sample Notice of Over/Under Housed
- [ ] 35. Sample Notice of Requirement to move from Accessible Unit
- [ ] 36. Copies of Notices of Termination of Assistance

EIV/TRACS Info

- [ ] 37. EIV Policy/Procedures including EIV Security Policy/Procedures (access to EIV and EIV reports, termination of employees with access to EIV, periodic review of access, document and report improper disclosure of EIV data, report unauthorized access/breach to HUD, describing use of EIV information and reports)
- [ ] 38. Owner approval letter authorizing access to EIV to EIV Coordinator
- [ ] 39. Initial and currently approved EIV Coordinator Access Authorization Form (CAAF) for each person owner designated as an EIV Coordinator
- [ ] 40. Initial and currently approved EIV User Access Authorization Form (UAAF) for each person designated as an EIV User
- [ ] 41. Documentation to support persons without access to EIV System, but use EIV reports and/or data in their job completed annual security awareness training
- [ ] 42. Signed copies of EIV Rules of Behavior for those without access to EIV System, but use EIV reports and/or data in their job

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☐	43. Documentation to support persons with access to EIV and/or TRACS completed annual security awareness training
☐	44. Signed copies of EIV Rules of Behavior for those with access to EIV and/or TRACS
☐	45. Copy of form HUD-52676 EIV User Access Authorization when access was initially granted
☐	46. Copy of Tenant Consent for Disclosure of EIV Information, if a third-party assists in re-certification
☐	47. EIV Master File
☐	48. Copy of TRACS Monitoring Policy/Procedures
☐	49. Copy of File Security Policy/Procedures including EIV Security Policy/Procedures
☐	50. Copy of File Retention Policy/Procedures

F. Tenant/Management Relations	
☐	1. Copy of Incident/Grievance Policy/Procedures
☐	2. Sample Response Letters – must include provision for appeal
☐	3. Information about any resident organization
☐	4. List of all services provided by property and all area service organizations
☐	5. All Service Coordinator information, if applicable
☐	6. All Neighborhood Network information including programs offered, if applicable
☐	7. All information about renter's insurance sold to residents through the management company, if applicable

G. General Management Practices	
☐	1. Explanation of Policies/Procedures used to implement HUD changes
☐	2. Copy of training policy/program
☐	3. Information about resident employment practices
☐	4. List of on-site staff charged to project: (Name, title, date hired, % time charged to site, annual salary, unit size if receiving subsidy or if in a non-income producing unit)